

NUTRITION SERVICES DIVISION MANAGEMENT BULLETIN

No. 03-100

TO:	National School Lunch Program Sponsors	ISSUE DATE: January 2003
ATTENTION:	Food Services Director	
SUBJECT:	2002-03 Attendance Factor	
REFERENCE:	United States Department of Agriculture CNP Information Memo 03-01; Title 7, Code of Federal Regulations Sections 210.2 and 210.8(a)(3)	
SUPERSEDES:	Management Bulletin 01-118 (September 2001)	

This Management Bulletin provides the 2002-03 average daily attendance factor as determined by the United States Department of Agriculture (USDA). Each year, USDA calculates the attendance factor using the latest data available from the U.S. Department of Education's National Center for Education Statistics.

BACKGROUND

Prior to filing a claim for reimbursement, USDA requires National School Lunch Program sponsors to perform daily meal count edit checks using an annual "attendance factor." Title 7, Code of Federal Regulations Section 210.2 defines the attendance factor as ". . . a percentage developed no less than once each school year which accounts for the difference between enrollment and attendance . . ." (i.e., the average percentage of enrolled students typically attending school on any given day). To perform daily meal count edit checks, sponsors must multiply the number of enrolled children approved for each meal eligibility category (free, reduced-price, and paid) by the annual attendance factor. The results are referred to as "*attendance-adjusted eligible*" figures. Daily meal counts should not exceed the *attendance-adjusted eligible* figures in any meal eligibility category on any school day without written justification.

2002-03 ATTENDANCE FACTOR

For the 2002-03 school year (SY), USDA has calculated an attendance factor of 93.5 percent. Effective July 2002, sponsors must use the 93.5 percent attendance factor for each site's daily meal count edits prior to the submission of their monthly reimbursement claims. As allowed in prior years, sponsors may also develop their own attendance factors using data that applies district-or agency-wide, or to individual sites. The California Department of Education (CDE) will apply the 93.5 percent attendance factor (or the sponsor's actual site or agency-wide attendance factor) during Coordinated Review Efforts conducted for the 2002-03 SY.

Attached are three sample Daily Meal Count Edit Work Sheets that may be used for traditional or year-round school sites. The first sample work sheet (Attachment 1) assists the school site in computing daily meal count edit checks. The second sample work sheet (Attachment 2) assists

school sites with multiple tracks in computing daily meal count edit checks. The third sample work sheet (Attachment 3) assists the school site in computing their monthly free, reduced-price, and paid category numbers for comparison against their actual daily meal counts. Sponsors may use any or all of these work sheets, or develop their own.

While the use of any of the attached sample work sheets is *optional*, documentation of the edit checks is *required*. All edit check forms must incorporate the data requested on the attached samples.

If you have any questions, please contact your nutrition services representative or the Field Services Unit at (916) 445-0850 or (800) 952-5609.

Chila Silva-Martin
Acting Director
Nutrition Services Division